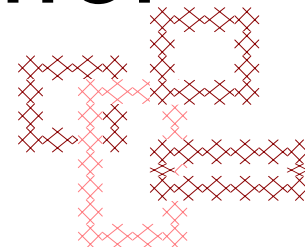
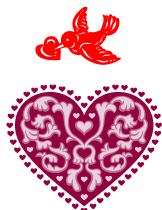


CHRO Newsletter

Civilian Human Resources Office



21st February



Happy Valentine's Day

Don't miss it!!

- Training Announcements

See the back page

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NSPS UPDATE

National Security Personnel System

Story by US Employment/Classification Section

In December the Assistant Secretary of the Navy (Manpower and Reserve Affairs), William A. Navas, Jr. informed us of the following:

"The National Security Personnel System (NSPS) Program Executive Office announced its intent to reassess the design of the performance portion of the NSPS. While this assessment may cause some delay in NSPS implementation, it reinforces the Department's commitment to providing the workforce a human resources management system that supports a high performing culture while adhering to the principles of simplicity and ease of understanding. It also reinforces the Department's commitment to incorporate stakeholder input to make the system the best it can be."

The DoD in January drastically reduced the size of its first group of ci-

vilians, Spiral 1.1, set to enter the NSPS, and announced a delay in the start date. The number of employees who were to begin receiving performance reviews under the initial installment of the NSPS has been reduced from 65,000 to 11,000, and implementation has been postponed until 30 April of this year. The first paychecks under the pay-for-performance system are now scheduled for January 2007.

MCBJ is still scheduled to convert to NSPS in Spiral 2.4. Though the exact timeframe is not known, it is now expected to be in 2008/2009.

If you have any questions regarding the NSPS, please contact the MCBJ NSPS Project Manager at 645-5427.

<http://www.cpms.osd.mil/nsps/index.html>

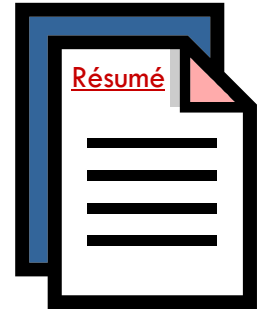


National Security Personnel System

ROUTING OF APPLICATIONS/RESUMES WITHIN THE CHRO

Story by U.S. Employment/Classification Section

Annually, the CHRO announces approximately 260 U. S. civilian appropriated fund vacancies. Associated with each of these vacancy announcements are a large number of applications and resumes, each of which is processed by employees in the CHRO. The following is the normal routing and review process of an application or resume.



1 When you come into the CHRO with your application/resume, you are assisted by one of our HR assistants. She may provide you with required supplemental documents, review your passport for SOFA status, and review your application package to ascertain whether or not there are any missing documents. Although every effort is made to help ensure the applicant submits a complete package, please be advised that it is not the assistant's job to ensure you have all the required documents attached to your resume. It is the responsibility of each applicant to review the announcement thoroughly and to submit all necessary documents (e.g. SF-50s, transcripts, licenses, certificates, etc). Remember, **you may be disqualified for not attaching required documents.**

2 Once your application/resume is submitted, it is filed according to announcement number and the information is entered into our database. Once the announcement has closed and all applications are logged, it is forwarded to the servicing HR specialist.

Within 2 weeks from the closing date, the servicing HR specialist reviews and rates the applications/resumes based on the position description of the vacancy, the Office of Personnel Management's (OPM) qualification standards and, as required, the applicable classification standards and/or agency supplemental standards. In some cases, the specialist may call in a subject matter expert (SME) to review the applications/resumes and provide some input to assist the specialist during the rating process. Once the rating is completed, rating data is entered into the database and referral certificates are issued to the selecting official. At this stage, assistants prepare and mail letters to those who did not qualify for the position.

4 Once a selection is made, the specialist calls the individual who was selected, and the HR assistant prepares and mails non-selection letters for those not selected. All application packages are then filed for record purposes and maintained for three years.

Please make sure to make copies of your resumes, letters, and transcripts prior to submitting your application/resume to the CHRO as we will not be able to provide you with copies. Should you have questions regarding your application/resume, please contact the CHRO at 645-2475 and speak with any of the specialists.

LQA

LIVING QUARTERS ALLOWANCE

Story by U.S. Employee & Labor Relations/Benefits Section



If you are receiving Living Quarters Allowance and approaching your first year anniversary, please call the U.S. ER Section, Megumi Coleman at 645-7548 for an appointment.

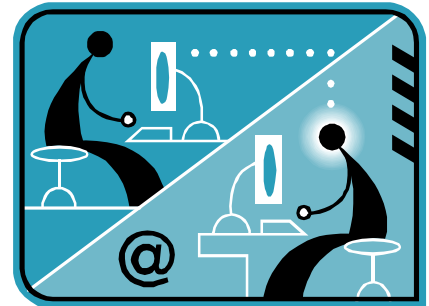
In accordance with BO 12000.1A and the Department of State Standardized Regulations (DSSR) an audit/reconciliation of your LQA payment transactions is required.

You must bring your rental and utility receipts for validation purposes. Failure to comply may result in termination of your LQA payments.

SITE VISITS FOR REPORTING EMPLOYEE INJURIES

The requirements for reporting employee injury have changed. Paper submissions are no longer acceptable. All injuries must be electronically submitted by supervisors/managers upon receipt of a CA-1 from the injured employee.

Please call the U.S. ER Section at 645-7548 to coordinate training at your activity.



Incentive Awards

REMINDER REMINDER REMINDER REMINDER

for all managers and supervisors of appropriated fund employees

Story by U.S. Employee & Labor Relations/Benefits Section

Employee recognition for above and beyond the call of duty efforts or completion of one-time projects is available in the form of Time-Off Awards, from 8 hours to 40 hours. If your activity has funds to support a monetary recognition, On-the-Spot Cash or Special Achievement Awards are also available. Upon receipt of nomination from supervisor/manager, the U.S. ER Section will generate the personnel action and certificate for presentation.

For honorary awards please refer to guidance in BO 12000.1A. Honorary award nominations require **2 weeks lead** time for the Incentive Award Committee members to review each nomination. Such nominations must be received in the U.S. ER Section NLT the 15th day of each month. The Incentive Awards Committee Members meet on the last Tuesday of each month to review the selectee's contributions in accordance with established criteria.

CHRO Web site

Story by Information System Specialist

MCBButler Intranet Tuesday, January 31, 2006

on* | Downloads | Privacy Policy | Outlook Web Access | MCBJ Links*

Hot News

CIVILIAN HUMAN RESOURCES OFFICE

Okinawa, Japan

Last Update: 27 January 2006

1. The MLC/IHA Supervisor's Handbook was revised on 26 January 2006. We have included procedures for implementing a new MCBJ policy on the Employment of Relatives, detailed explanations on foreman or supervisory positions, a list of MLC/IHA misconduct and penalties, and a list of Special Work Allowance.

Local Job Announcements	Training Announcements
MLC/IHA Job Announcements	

The CHRO has established a **Hot Topics** item on our Homepage on the World Wide Web. The purpose of the page is to provide our customers with up-to-date information about office closures, application availability as well as many other subject matters. The page is updated as information changes. We recommend you visit the site at <https://www1.mcbbutler.usmc.mil/chro/default.asp> (intranet - for military domain users) or <http://www.mcbbutler.usmc.mil/chro/default.asp> (internet - for all other users). Comments/recommendations about the CHRO Homepage are highly encouraged and requested.

Effective Dates for Personnel Actions

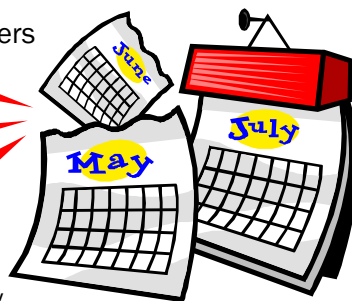
Story by JN Employment Unit

The first or the sixteenth day of the month will normally be designated as the effective date of personnel actions for individuals hired under the Master Labor Contract (MLC) or the Indirect Hire Agreement (IHA). This is to preclude inequitably adverse impacts on employees' pay and allowances.

All personnel action requests and notifications are initiated by USFJ and become effective upon authentication by the GOJ. Therefore, request forms must reach the servicing Labor Management Organizations (LMOs) and Defense Facilities Administration Bureaus (DFABs) sufficiently prior to the effective date of the personnel action.

In order to process a personnel action request in a

timely manner, managers are requested to submit the necessary documents at least one month in advance for recruitments and two weeks in advance for other placement actions. However, more time may be required for processing, depending on the nature of the action requested.



Please contact the JN Employment Unit for more information.

*** GLOSSARY ***

DFAB (Defense Facilities Administration Bureau)

IAA (The Incorporated Administrative Agency)

LMO (Labor Management Organization)

MLC (Master Labor Contract)

IHA (Indirect Hire Agreement)

Establishment/Modification of Job Definitions

Story by JN Classification Unit

“We can’t find any Job Definition (JD) that matches the position. Is it possible to create a new JD?”

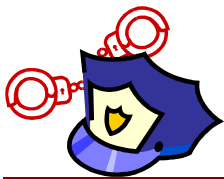
“My subordinate always deals with U.S. personnel. The Language Allowance Degree (LAD) for the position is too low. Can we change the LAD?”

These are typical questions we receive from our customers. The reason why the JDs matter to employees under MLC or IHA is because the job title, grade (therefore, the wage), and LAD of all MLC/IHA positions are based on the JDs. Under the classification principle of “substantially equal pay for substantially equal work”, the classification system requires the matching of each posi-

tion’s duties and responsibilities against the narrative definitions contained in the JD Manual. In other words, each position will be assigned the job title, grade, and LAD set by the particular JD. Since the LAD of each position is determined by the JD assigned to the position, changing the LAD the incumbent is receiving means changing the LAD portion of the applied JD.

To answer the questions in the introduction, yes, it is technically possible to create a new JD or change the LAD in the existing JDs. In reality, however, it is not an easy process. JDs are established, modified, or abolished only after a general

consensus among the four service components at the United States Forces Japan (USFJ) level, called the Classification Panel (CP) and/or the Joint Labor Affairs Committee (JLAC), and upon subsequent approval by the Government of Japan (GOJ). Thus, requests for establishment/modification of the JDs need to have a strong justification. It often takes several years to reach agreement among the four service components or between the GOJ and USFJ. However, if you would like to request to establish or modify JDs, please contact Ms. Saori Ago or Mr. Mike Nakamura with the JN Classification Unit at DSN 645-5407.



Uniforms for MLC/IHA Employees

Story by JN Employee/Labor Relations Unit

Uniform items are issued based on the Table of Uniform (T/U) four cycles a year on a loan basis. The Employees whose positions require uniform items can request them by submitting Request for Purchase of Protective Clothing & Uniforms (RFP Form 22) to Naha LMO via the CHRO. Prior to regular renewal, List of Uniform Items Issued on a Loan Basis will be sent to the organizations for size checks. It is the requester's responsibility to carefully check the list and sizes because the items will be issued based on your checked lists.

When an item is lost, destroyed, or damaged and it becomes unserviceable, the

employee needs to report the matter to the CHRO through his/her supervisor.

Requests for change in kinds or specifications of uniform items can be made by submitting a letter to the CHRO. The CHRO will then review the request and submit a proposal to revise the T/U or the specifications to the USFJ through the Host Nation Support Office (HNSO). Coordination among the four services will be required before we send the proposal to the Defense Facilities Administration Agency (DFAA). For more information, please contact Ms. Junko Nozaki with the JN Employee/Labor Relations Unit at 645-3364.



ccct

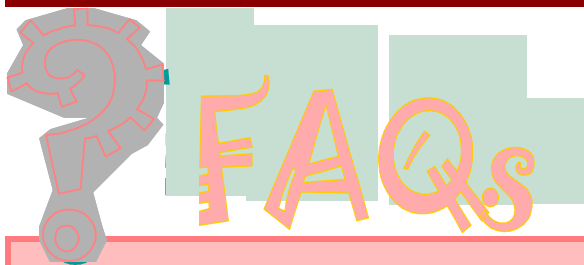
CONSOLIDATED CIVILIAN CAREER TRAINING PROGRAM

Story by Workforce Development & Diversity Section

The CCCT Program was established at Headquarters, U. S. Marine Corps in June 1993 to manage the positions, funds, and related administrative details of the program. The intent of this program is to increase efficiency and economy, and to develop and retain a diversified work force of skilled employees. This program supports the affirmative employment program goals and objectives to increase representation of women, minorities, and individuals with disabilities.

All developmental billets in this program belong to HQMC and are chargeable to the HQMC CCCT Center for up to 2 years while the incumbent is in training (grade levels are typically GS-5 for the first year, and GS-7 for the second year). Funds are allocated to commands for salaries and formal training costs when available. At the end of the two-year training cycle, CCCT interns must be integrated into the local command's regular work force.

Not all civilian positions are appropriate for this program. The trainee must be in a series and grade where there is an instructor/student relationship, and where management can identify a billet in which a vacancy will occur at the target series and grade level. For more information, please refer to MCO 12410.21B and BO 12410.29, or contact the CCCT Program Manager, Workforce Development & Diversity Section, CHRO at 645-7689.



CCCT Frequently Asked Questions

Q1. How does CCCT work?

CCCT is a temporary position funded by HQ USMC for the period of 24 months at the GS-5/7 level. If a full-time appropriated fund position at entry level of GS-9 within MCB Butler is identified as hard to fill, or when the absence of a represented group exists within the specific career field, CCCT may be utilized to allow career ladder as a target grade from GS-5/7 to GS-9. Normally, recruitment at the GS-5/7 level is considered to be an entry point. The trainee typically serves 12 months as a GS-5 and is non-competitively promoted to GS-7. Another non-competitive promotion to GS-9 can occur 12 months later. This means that the activity and command do not have to fund the labor costs of their employees in the developmental position for up to the first two years, if the basic rate of pay is not adjusted beyond step nine of grades GS-5 or GS-7. Labor costs exceeding the step nine rates of either grade will be paid by the activity.

Q2.

What happens to the CCCT space after the incumbent "graduates" to the GS-9 position?

After the trainee develops into the full time permanent billet at the GS-9 level, HQMC will terminate the funding and the CCCT space becomes vacant. Vacant CCCT space is normally announced upon arrival of HQMC funding at the beginning of each fiscal year to allow other organizations under MCB Butler the opportunity to utilize the CCCT space.

Continued

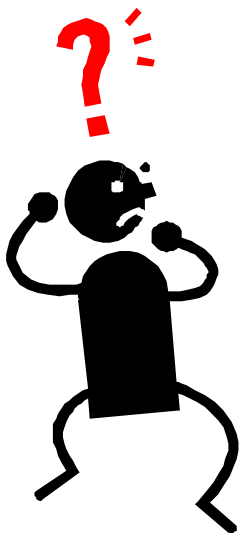
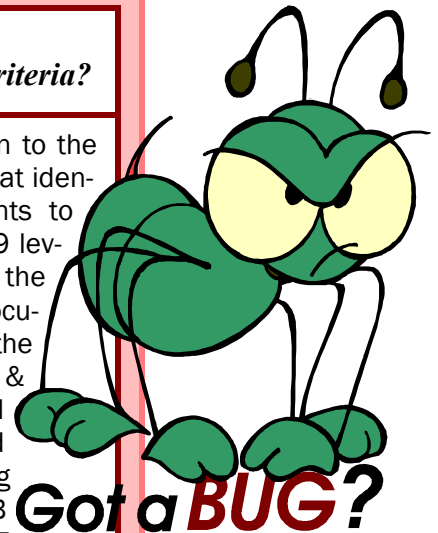
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CONSOLIDATED CIVILIAN CAREER TRAINING PROGRAM

Q3.***How can I utilize a CCCT space for a position that meets the above criteria?***

To request a CCCT space be funded by HQMC under this 2-year program, the activity must submit a request through the head of their organization. The request must include the position title, pay plan, series, grade, position number, Table of Organization (T/O) line number, and a copy of the position description. Additionally, the copy of an agreement must be submitted which indicates that the command authorized the full-time billet at the GS-9 level will be vacant when the trainee progresses to the GS-9 level of the position, or an additional identical position will be vacant at least 90 days prior to the trainee's completion of the

training required for promotion to the GS-9 level. A training plan that identifies the training requirements to progress from GS-5 to 7 and 9 levels must also be included with the initial request. The request documents must be forwarded to the Chief, Workforce Development & Diversity Section, CHRO. All requests will be coordinated with HQMC to request funding and approval. Because MCB Butler is limited to 5 CCCT spaces from HQMC, not all requests will be fulfilled.

**Q4. Can CCCT be utilized for any position?**

Not all positions are appropriate for this program. Positions identified for this program should have qualifications that can be obtained through training under supervision, guidance, and developmental training within the 24-month period. Most positions of a professional series may not be appropriate for this program due to the requirement to gain extensive experience and educational background. In many cases, qualifications and experience for professional series cannot be obtained within 2 years. The full perform-

ance level (or the "graduate" level) of the position identified for this program should be at least GS-9 (or at the equivalent wage grade level). The position must be a full-time vacant Appropriated Fund position under MCB Butler with an existing authorized permanent line number assigned to MCB Butler's Table of Organizations. The position should be an existing position, and not one that is established for the sole purpose of utilizing the CCCT space and funding.



CHRO

Civilian Human Resources Office

UNIT 35020
MCB Camp S. D. Butler
FPO AP 96373-5020
Fax: 645-7115/7789
Commercial: 011-81-611-745-7115/7789
Email: chro@mcbbutler.usmc.mil

WE'RE ON THE WEB!

WWW.MCBBUTLER.USMC.MIL

CONTACT INFO:

U.S. Employment and Classification Section: **645-2475/7547**

U.S. Employee & Labor Relations Section: **645-7548**

Workforce Development & Diversity Section:

Training: **645-7689**

EEO: **645-5422**

JN Labor Section:

JN Employment: **645-3370**

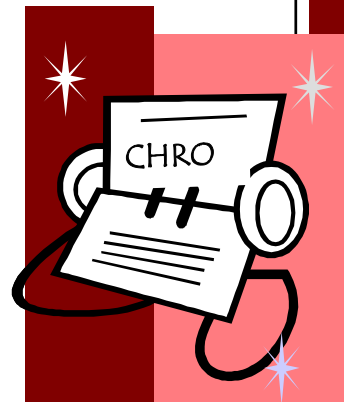
JN Classification: **645-5407**

JN Employee/Labor Relations:
645-3364/3921

IWAKUNI Satellite Office

U.S. Section: **253-6828**

JN Section: **253-5691**



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TRAINING COURSES COMING UP



FEBRUARY:

MCB Butler

- ♦ LAD (Language Allowance Degree) Test — 7 Feb
- ♦ Effective Writing for Supervisors and Admin Personnel — 17,24 Feb and 3 Mar (3-day course)
- ♦ Prevention of sexual Harassment for JN Supervisors — 23 Feb

Iwakuni

- ♦ Survival Skills For USCS/Military Supervisors—23 Feb

MARCH:

MCB Butler

- ♦ Human Resources Management for Supervisors — 20-22 Mar
- ♦ Introduction to Supervision: How to Catch Yourself Leading Right — 23-24 Mar

Iwakuni

“The Leadership Journey”, Parts 7 & 8 — 22 Mar



CHRO UPDATE

Farewell & Best Wishes

- ✓ Wendy Blankenship transferred to Navy HRO, Washington DC
- ✓ Terri Duenas (MCAS Iwakuni) transferred to Navy HRO, Yokosuka.

Welcome!

- ✓ Ms. Nancy Tackett, Chief, U.S. employment/classification
- ✓ Ms. Mary Goosby, new HR spec at Iwakuni HRO